

SCHOOL DISTRICT OF THE CITY OF LINCOLN PARK

Request for Bid

CUSTODIAL CLEANING AND PAPER PRODUCTS

The School District of the City of Lincoln Park is seeking bids for the purpose of receiving prices for CUSTODIAL CLEANING and PAPER PRODUCTS.

Pricing shall be placed on a product sheet that may be faxed to you at your request by calling 313-389-0215 or by picking them up at the Board of Education's receptionist desk located at the Administration Building, 1650 Champaign no later than Monday June 26, 2006. Further information may be received by calling Mr. Mike Higgins (313) 389-0200 Ext. 215 Monday through Friday during normal business hours.

Prices listed on the product sheet must be submitted in a sealed envelope identifying it as "**Custodial Product Bid**" to the Receptionist located at the Board of Education Administration Building, 1650 Champaign no later than Friday, July 7, 2006 at 2:00 p.m. No late bids will be accepted.

The School District of the City of Lincoln Park reserves the right to either accept or reject all bids received. It must also be clearly understood that the School District of the City of Lincoln Park is not bound to accept the lowest bid received.

Bid Information to Vendors:

1. All pricing must be completed on the custodial product list sheet.
2. A familial disclosure sheet must be included with the bid.

Custodial Products:

1. Pricing of custodial products shall be listed as “firm” prices for a period of two (2) years. Vendors shall place this in writing to acknowledge the agreement.
2. No substitutes will be accepted where a specific brand named product is requested.
3. Substitute product/s for any other listed product shall be identified and a description shall be included explaining differences in ingredients and/or use.

Paper Products:

1. Pricing shall be listed as “firm” for a period of two (2) years. Vendors shall place this in writing to acknowledge the agreement.
2. Product description shall be included with the paper product price.
3. Paper holders/dispensers must be included with new product accepted. The Vendor will be responsible for new installation of holders/dispensers.

Waxes:**1 Pricing for floor waxes shall be completed in the following fashion:**

- A: The District shall List the floor wax currently used
- B: The Vendor shall quote the listed wax or submit quote for a comparable or better wax.
- C: The Vendor must agree to provide samples of floor wax to test high traffic areas
- D: Floor waxes must be burnishable.

2 Pricing for gym floor finish must be completed in the following fashion:

- A: The District shall list the gym floor finish currently used.
- B: The Vendor must submit pricing for the listed or a comparable finish (water and oil based).
- C: Guarantees/Warranties and product installation methods must be included with the gym floor finish bid.

Shipping:

The method of shipping and cost related to shipping must be included with this bid. Any/all additional charges must be included with this bid.

Information Page:

Vendor _____

Address _____

Phone Number _____ - _____ - _____

Fax Number _____ - _____ - _____

Email _____

Tax Identification No. _____

Contact Person _____

Phone Number _____ - _____ - _____

Cell Number _____ - _____ - _____